

Notice to Court of Intent to Argue

This process shows the steps to file a Notice to Court of Intent to Argue. A Notice to Court of Intent to Argue entry should be made to confirm matters on the judge's calendar. Making the electronic entry eliminates the need to phone or e-mail the judge's chambers to confirm a hearing. An e-mail confirmation will be sent to parties of interest after the notice has been filed.

When a settlement or continuance is reached after the Notice to Court of Intent to Argue has been docketed, make the appropriate e-notice docket entry. For example: If the parties agree to continue the hearing, docket the Notice to Court Requesting Continuance of Hearing. If an agreement is reached, docket the Notice to Court Agreement Reached, Agreed Order to be Submitted.

- The following are specific to **Judge Steiner** cases ONLY:
- In all chapter 11 matters before Judge Steiner where notice has been sent to all creditors, counsel for the moving party may be required to appear in court whether or not a response is filed.
 - An attorney who files an application for fees may be required to appear in court in support of their application.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar. (See Figure 1)



Figure 1

- ☐ Select the [Confirm/Strike/Continue Hrg](#) hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

- ☐ Insert the case number using the yy-nnnn format.
- ☐ Click the **[Submit]** button.

STEP 3 The **Confirm/Strike/Continue Hearing** screen displays.

- ☐ Select the **Notice to Court of Intent to Argue (no PDF)** event.

- ☐ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen displays.

- ☐ Select the filing party from the list of filers.
- ☐ Click the **[Submit]** button.

STEP 5 The **DOCUMENT LINKING** screen displays.

- ☐ Click the checkboxes to select the appropriate motion and ALL applicable events.

- **NOTE:** An applicable event would be any event that sets the hearing, including an objection that schedules a hearing.
Example 1: A motion and notice of hearing was filed, select the motion and the notice of hearing from the list of events that displays.
Example 2: A matter was continued and a motion, notice of hearing and notice of continuance appears on the case docket, select the motion and notice of continuance from the list that displays.

Selecting all applicable entries is **CRITICAL** to the matter being displayed on the judge's calendar.

- ☐ Click the **[Submit]** button.

STEP 6 The **HEARING CONFIRMATION** screen displays.

- ☐ Enter the date of the scheduled hearing.
- ☐ Click the **[Submit]** button.
- ☐ Click the **[Submit]** button.

STEP 7 The **FINAL TEXT** screen displays.

- ☐ Review the Docket text for accuracy.
- ☐ Use the [Back](#) button, if necessary, to return to previous screens to make corrections.
- Clicking the **Bankruptcy** menu option prior to the final submit aborts the transaction and

allows you to begin again.

- ☐ If, after review, the information is correct, click on the **[Submit]** button.

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ Click the **Print** icon on the browser to print the notice. *(Optional)*.
- ☐ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

➤ Review the Calendar Events Report to verify that the entry appears on the judge's calendar.

STEP 9 Click the [Reports](#) hypertext link on the CM/ECF Main Menu Bar.

- ☐ Select the [Calendar Events](#) hypertext link.
- ☐ The **Calendar Events** screen displays.
 - Enter the appropriate case number using the yy-nnnnn format.
 - Enter the scheduled hearing date in the **Set** fields.
 - Click the **Notice to Court of Intent to Argue (no PDF)** radio button.
 - Click **[Run Report]**.
- ☐ The **Calendar Reports** screen displays.
 - A docket entry should display on the report as outlined in **Figure 2**.

U.S. Bankruptcy Court Western District of Washington Calendar Events Set For 7/6/2005-7/6/2005	
07/06/2005 09:30 AM	<p>1. 05-10129-KAO James A Sunny Chapter: 13 Mary Sue Hoyle representing James A Sunny (Debtor) Mary Sue Hoyle and Theola RossAty representing K. Michael Fitzgerald (Trustee) (no aty) representing USTrusteeTest (US Trustee)</p> <p>• First Meeting of Creditors & Notice of Appointment of Interim Trustee K. Michael Fitzgerald with 341(a) meeting to be held on 11/18/2005 at 01:00 PM at One Union Square (Ch 13 341 Meetings). Confirmation hearing to be held on 7/6/2005 at 09:30 AM at Judge Overstreet's Courtroom, U.S. Courthouse, Room 7206. Proof of Claim due by 02/16/2006. (Hoyle, Margaret) Modified on 6/23/2005 (Hoyle, Margaret).</p> <p>06/23/2005 Notice to Court of Intent to Argue (no PDF) -> Notice to Court of Intent to Argue. Date of Hearing: 07/06/2005. Filed by Mary Sue Hoyle on behalf of K. Michael Fitzgerald. (Related document(s)[4] Objection to Confirmation of Chapter 13 Plan, Motion to Dismiss and Notice of Hearing,). (Hoyle, Mar -> y)</p> <p>-> Notice to Court of Intent to Argue. Date of Hearing: 7/6/2005. Filed by Theola RossAty on behalf of K. Michael Fitzgerald. (Related document(s)[4] Objection to Confirmation of Chapter 13 Plan, Motion to Dismiss and Notice of Hearing,, Notice to Court -> of Intent to Argue,). (RossAty, Theola)</p> <p>06/24/2005 Notice to Court of Intent to Argue (no PDF) -> Notice to Court of Intent to Argue. Date of Hearing: 07/06/2005. Filed by Mary Sue Hoyle on behalf of K. Michael Fitzgerald. (Related document(s)[4] Objection to Confirmation of Chapter 13 Plan, Motion to Dismiss and Notice of Hearing,). (Hoyle, Mar</p>

Figure 2